

*The City
of Hartford
Department of
Public Works*

WASTE & RECYCLING

Guidelines, Rules & Regulations

EFFECTIVE 2002





Introduction

Managing garbage is paid for by our taxpayer dollars, just like other important municipal services such as fire, police and education services. The best way to manage garbage—or solid waste—is to make less of it. There are lots of ways each of us can help, like putting trash in its proper place and recycling in our home, school and business. We all need to continue to do our part to dispose of trash properly and increase recycling efforts by recycling only acceptable items.

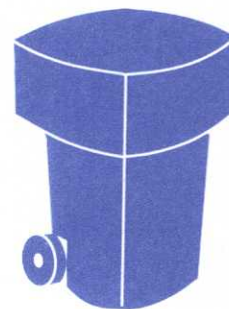
Did you know that each Hartford resident creates an estimated one ton of trash per year? We've highlighted this and other important tips, reminders and information throughout this guide. And, we've included a helpful quick-reference guide, too. Specific rules and regulations follow to provide you with everything you need to know to help make our city a better, cleaner place to live, work and play. And it takes a lot of effort and cooperation to make it that way.

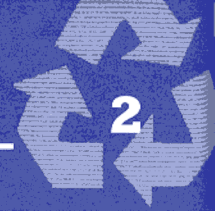
All of our efforts to reduce, reuse and recycle have helped save taxpayers money. It makes good "cents" and good sense to save energy, keep our environment clean and save our natural resources. Thanks to the employees of the Waste & Recycling Division for their consistent and dedicated work. Thanks also to the other divisions of the Department of Public Works and other city departments for assisting in putting trash and recyclables in their proper places. A special thanks to Hartford residents, neighborhood groups, and the business community for your support and feedback. Let's all continue to do our part to make Hartford a clean and beautiful city.



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Quick Guide To Hartford's Waste and Recycling Programs

The following is a quick reference to key waste and recycling information.

The same information is covered in the detailed descriptions under specific topics in the rules and regulations sections.

Recycling Guide

Placing the following items in your recycling bins instead of the trash helps achieve the recycling goals and reduce our city's trash disposal cost:



Newspapers and All Inserts:

Must be in stacks less than 12" tall. Tie stacks with string or put in brown paper bags.



Corrugated Cardboard and Boxes:

Must be uncoated, flattened and tied with string. NO pizza, cereal, detergent, food, or gift boxes; please put these items in regular trash.



Magazines and Catalogs:

May be mixed with newspapers or bundled separately. Tie with string in stacks less than 12" or place in brown paper bags.



Glass Food & Drink Containers:

Must be empty, clean and unbroken; any color. NO lids, mirrors, light bulbs, dishes or window glass.



Aluminum & Metal Food or Drink Containers:

Must be empty, clean and uncrushed. Labels okay; foil must be flattened.



Plastic Food & Laundry Containers:

Must be empty, clean, uncrushed, and marked with #1 or #2 symbol on containers. NO plastic bags.



Drink Boxes & Milk/Juice Cartons:

Must be clean and empty; remove straws and caps.



Leaves:

Refer to schedule for Spring and Fall collection dates.

Curbside and drop-off services for bagged leaves are provided. Must use biodegradable paper leaf bags only.



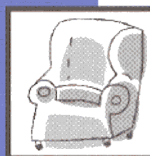
Scrap Metal:*

Collection from curbside only.

Service provided to residential units only.

Examples:

- Major & small appliances
- Refrigerators (Remove doors)
- Tire rims
- Lawn mowers
- Metal bed frames



Bulky Waste:*

Collected from curbside only.

Service provided to residential units only.

Examples:

- Box springs, mattresses & upholstered furniture
- Rugs & carpets (Must be folded in half and tied)
- Lumber and branches (Must be cut to lengths of 4 feet or less, tied in bundles weighing 75lbs. or less).

NOTE: Construction/house renovation debris must be taken to landfill or hauled by commercial hauler. The city does not provide curbside service for pick-up of construction material.

*CRRA Hartford Landfill

Hartford residents may take scrap metal and bulky waste to the Hartford landfill managed by the Connecticut Resources Recovery Authority (CRRA) at 180 Leibert Road (off Jennings Road). Please follow these guidelines:



1. Proof of Hartford residency required.
2. Maximum of 4 trips per year allowed.
3. No more than 1 pickup truck load per trip accepted.
4. No garbage accepted.

Drop-off Times at the City

Landfill (until landfill is permanently closed):

- 6:30 a.m. to 3:00 p.m. (Mon.-Fri.)
- 6:30 a.m. to 2:00 p.m. (Sat.)

If you have questions, call the landfill at 278-8626.

Mixed Office Paper:

Drop-off service for small businesses and non-profit organizations only.

- 75 Laurel Street
- 40 Jennings Road

Acceptable items:

Any white or colored office paper, computer print-outs, envelopes with windows, file stock (such as manila folders), glossy paper.

Unacceptable items:

Carbon paper, paper cups or towels, tissues, labels or stickers.

Waste Motor Oil and Automotive Batteries:

Drop-off items only.

Public Works Yard, 40 Jennings Road

Grass Recycling

A new State Law took effect October 1998: Grass clippings are prohibited from disposal at solid waste facilities. You can have an attractive and healthy lawn by leaving grass clippings on the lawn after mowing. "Grass cycling" saves time and money, too! For more information about Hartford's grass cycling program, please call the Waste & Recycling Division.

Trash Time

Place your trash, bulky waste and recyclables at the curb for pick-up after 4:00 p.m. on the day before or by 7:00 a.m. on the day of pick-up.

Holiday Schedule Reminder

When a holiday or observance of a holiday falls on a Monday through Friday, regular collection of trash and recyclables is delayed by one day for that week, unless otherwise announced. There is also a pick-up on Saturday during each holiday week.



Phone Book Recycling

Make room for your new phone directories by recycling your old ones. Drop off begins in March and ends in June. See your local newspapers for details. Curbside collection may also occur during this period. Place old phone books in your recycle bin. DPW will collect, separate and recycle. This helps reduce the trash volume.



Leaf Recycling Program

Fall Leaf Collection:

Hartford residents have three choices for recycling leaves.

1) Weekly Curbside Collection of Bagged* Leaves

Place bagged leaves at the curb in biodegradable paper leaf bags only. No plastic bags.

When: On your weekly assigned waste and recycling collection day. See the *Hartford Recycles Newsletter* or your newspaper for dates.

Bonus: This method of leaf collection increases service to residents while saving taxpayer dollars.

2) Collection of Loose Leaves by Vacuum Truck

Rake loose leaves to the curb, but not into the street. No rocks, branches or brush clippings are allowed. Have raked leaves at curb by Monday morning of your collection week.

When: See the *Hartford Recycles Newsletter* or your local newspapers for details.

**NOTE: Leaves bagged in biodegradable bags will also be collected if they are left at the curb during the weeks when loose leaves are collected in your neighborhood.*



3) Drop-Off of Bagged Leaves

Drop off leaves in biodegradable paper leaf bags.
No plastic bags.

Where: Public Works Yard, 40 Jennings Road

WHEN: See the Hartford Recycles Leaf Schedule and your local newspapers for details.

For more information, call the Waste & Recycling Division or Public Works Dispatch.

Spring Leaf Collection — Paper Bags Only

Limited collection schedule for curbside and drop-off of bagged leaves. Use only biodegradable brown paper leaf bags*. Please, DO NOT PUT ANY OTHER KIND OF BAGS IN THE LEAF DUMPSTERS other than biodegradable brown paper leaf bags. Thank you for your cooperation.

Drop-Off Times:

Bagged leaves may be dropped off in the designated area of the Public Works Yard at 40 Jennings Road from April to June. See your local newspapers and Public Access TV for details.

HOURS: 7:30 a.m. to 5 p.m. Monday–Saturday

For more information, call the Waste & Recycling Division.

** Biodegradable paper leaf bags are available in supermarkets and hardware stores.*

Household Hazardous Waste

Hartford residents may bring their household hazardous waste to the specified MDC collection sites in the city or to specified MDC collection sites in participating towns. Beginning in year 2001, Hartford established four scheduled collection days each year for public drop off, two in the Spring and two in the Fall. (Previously, there were only two, and both were held in the Spring). Refer to the MDC HazWaste flyer, your water bill, your local newspapers, Hartford Recycles newsletters, and Public Access TV for details, or call the MDC HazWaste hotline.

Some of the Acceptable Items:

Gasoline, antifreeze, oil-based paint, turpentine, paint stripper, household batteries, transmission fluid, ammonia, floor-care products, drain cleaners, disinfectants, oven cleaners, polishes, unfinished aerosols, brake fluids, glues, insecticides, cleaning solvents, pool chemicals, moth balls, epoxy products and artist's paints.

Some Unacceptable Items:

Empty containers, latex paint, waste from any business, explosives, propane tanks, tires, biological waste, medicines and drugs.

Guidelines for Multi-Unit Residences, Small Commercial Businesses, and Non-Profit Organizations

Participating in the recycling program will help to reduce our city trash disposal cost, and achieve the recycling goals as mandated by the State. Recycling is a free service that the city provides to every property that currently receives city trash collection service.

The property owners are responsible for ensuring that residential unit occupants comply with the trash and recycling rules and regulations.

Recycling Guidelines for Multi-Unit Buildings with Trash Dumpsters

The DPW Waste & Recycling Division will provide free recycling containers based on availability.

Landlords:

- Provide at least two (2) front-end dumpsters or 95-gallon recycling containers in your pick-up area. More containers may be needed depending on the number of units and the amount of recyclables.
- Place recycling dumpsters, or 95-gallon containers, next to your regular trash containers.



Dumpster



1. One recycling container is used for:

Newspapers and inserts, magazines, catalogs and corrugated cardboard.

NOTE: If you are using 95-gallon recycling containers, you can flatten and tie the cardboard boxes and place them next to the 95-gallon recycling containers. (This will provide you with more space in the container for newspapers, magazines & catalogs).

2. The other container is used for:

Glass food and drink containers; metal and aluminum food and drink containers, plastic food, drink, laundry, and shampoo containers marked "1" or "2"; drink boxes and milk/juice cartons.

- Provide each unit with:
one (1) blue 6-gallon recycling bin to use inside each unit to hold and transport recyclable items.

Tenants/Property Managers:

- Collect recyclables in the blue 6-gallon recycling bin.
- Sort and place recyclables into the proper recycling dumpsters or 95-gallon containers located next to the multi-unit's regular trash receptacles.



6-Gallon Bin



95-Gallon Container



14-Gallon Bin

Recycling Guidelines for Multi-Unit Buildings, Small Commercial Businesses & Non-Profit Organizations with Curbside Collection

Landlords/Property Owners:

- Provide one curbside blue 14-gallon recycling bin per unit, or a minimum of two 95-gallon blue recycling containers for the property, depending on the number of units and the amount of recyclables.
- Write each unit's address on the white strip portion of each 14-gallon recycling bin or on the inside cover of the 95-gallon recycling carts.

Residents/Property Owners/Managers:

- Collect recyclables in 14-gallon blue recycling bin.
- Place blue recycling bin at the curb on trash collection day.

NOTE: If your building has private trash collection, ask your private hauler to provide you with their recycling directions.

If you have any questions about the recycling process or container specifications, please call Hartford Recycles at 860-543-8609.



CITY OF HARTFORD RULES REGULATING RECYCLING AND THE COLLECTION AND DISPOSAL OF MUNICIPAL SOLID WASTE, RECYCLABLES, AND HAZARDOUS WASTE

The Department of Public Works is required by The Municipal Code of Hartford, Sec. 15-8, to collect garbage, refuse, and other waste materials from all private dwellings with 6 units or less and, in limited quantities, from small businesses and non-profit organizations.

The following rules have been established by the Director of Public Works to control the collection of such waste materials as governed by certain sections of Chapter 15 of the Municipal Code. These rules may be subject to revision in the future, with Court of Common Council approval, as necessitated by changing conditions within the city. Any activity, which violates Chapter 15 of the Municipal Code of Hartford, is considered to be in violation and subject to a citation or a possible Community Court appearance.

In order to eliminate active rodent harborage and infestation, maintain clean neighborhoods, and establish a high standard for quality of life in our city, Hartford implemented a semi-automated trash collection program in 1999/2000.

The city purchased heavy-duty plastic trash carts with attached lids. The majority of these carts were 95-gallons in size (the equivalent of three normal trash cans), with small quantities of 65-gallons (two trash cans), and 35-gallons (one trash can).

Implementation of the semi-automated trash collection program occurred in two phases.

Phase One — Trash Collection Services to Residences up to Six Units

The city distributed one (1) 95-gallon container (free) to each residential unit served, along with an instructional flyer. Residents were reminded that, as in the past, they must separate the trash into recyclables, bulky waste and scrap metal, prior to placing at curbside.

Residents were instructed that trash should be drained of any excess liquids, bagged and tied prior to disposing of it into the carts. Only these city issued trash containers can be placed at the curb for collection, along with the recycling bins and bulky waste items.

Residents are required to place all trash inside the trash container. The trash container lid must be closed. No loose trash may be placed at the curb. No extra bags of trash may be placed at the curb or on top of the container. These conditions violate the trash collection rodent control policies and the Public Works rules.

Once all residential units were issued city containers, Public Works increased enforcement under the existing Municipal Citation Program, as established in Chapter 15, Section 15-25, by levying fines, to include improper trash containers and trash presentation. Any activity, which violates Chapter 15 of The Municipal Code of Hartford, is considered to be a violation.

Phase Two — Trash Collection Services to Multi-Unit Residences and Small Commercial Businesses

In the Summer of 2000, the City Council, having been fully briefed through Department of Public Works reviews and a public hearing on facts and circumstances that fully described the Municipal Code provisions, department rules and regulations, and the historical information on deviation from said provisions of the Code and rules, decided to allow continuation of trash collection at multi-unit residences (units with more than six dwelling units) and to allow for continued trash collection from small commercial businesses, combined commercial/residential units and non-residential activities. This variance applied only to those that had been previously approved by DPW, were in the program as of January 1, 2000, and only as long as the registered owner remained the same.

Property owners receiving city trash collection are required to comply with all city ordinances, rules and regulations. The Department of Public Works is authorized, without further review, to terminate city trash collection services of violators, or when a change of the registered owner occurs, or the property becomes tax delinquent, or the property is cited for a violation of other city ordinances.

SEE RULE 7 FOR DETAILS.



1. Responsibilities of Property Owners and Tenants

Property owners are required to provide and maintain trash containers that are in compliance with Public Works policies, rules, regulations and procedures at no cost to the city. Trash containers will be either an approved dumpster or trashcans that are equal to those provided by the city. The property owner may purchase trashcans from the city at the rate established by the city. Maintenance of dumpster containers shall include, as a minimum, periodic cleaning and repairs to ensure lids are in working order. Replacement of damaged or defective trash containers will be the responsibility of the property owner.

Property owners shall ensure sufficient size and number of containers are available for proper disposal of trash by residents. The number and volume of containers will be based on once a week trash collection. Property owners who desire more frequent trash collection may, at their own expense, arrange for commercial trash pick up services at other intervals.

The city will not accept any new requests for city provided trash services or changes to the existing services other than reductions and/or deletions.

Property owners and tenants are responsible for storing waste materials and presenting them for collection, all in accordance with these regulations and other pertinent laws, ordinances and regulations. Property owners are responsible for ensuring tenants comply with the waste and recycling rules and regulations.

Inaccessible Containers Not Serviced

Containers that are not accessible on a given collection day will not be serviced until the next regularly scheduled collection. It will be the property owner's responsibility to have these containers emptied by a private waste collection contractor or other means if there is not sufficient room in the containers.

Remove Containers from Curb

Empty trash and recycling bins, carts, and containers must be removed from the curb (sidewalk) by the owner or tenant and put back on the premises by the end of the day on which they were serviced.

Spillage of Waste by Others

Waste materials spilled by persons other than city collection crews or by animals or natural causes will not be picked up.

It is the property owner, tenant or resident's responsibility to clean up the resulting litter.

Storage Between Collections

All household trash and food waste must be drained of any excess liquids, bagged, and tied prior to placing in city issued heavy-duty plastic containers or metal dumpsters. Residents must place all trash inside the trash container(s). The trash container lid(s) must be closed.

Purchase of Additional Trash Carts

If you find, after separating the recyclables and other items from your trash, that one container (which is the equivalent of three normal trash cans), is not sufficient then you may purchase an additional cart from the city for \$45.00. This price is based on the 2001 cost and is subject to change, based upon any price increase incurred by the city for containers purchased in the future.

Installation and Service of Rear-loading Containers (Dumpsters)

Only those multi-units above six currently (defined hereinafter as of January 1, 2000) receiving no cost services from the city will be provided services, as long as the property remains under the same ownership as stated in the City Assessor property records on said date. A change in ownership will result in the property being taken out of the city trash collection program. The new property owners will be required to obtain commercial trash collection services at their cost. No new requests for dumpster trash services will be accepted. Rule 5 addresses dumpster requirements.

Complaints

All complaints concerning waste & recycle collection services shall be directed to the Waste & Recycling Manager. Calling the telephone number listed in the directory for Public Works, Waste & Recycling Division, will normally do this. See phone directory in section 14.

2. Enforcement of Rules and Regulations

Section 15-2 of the Municipal Code requires enforcement by the Director of Public Works and/or the Director of Health or their agents.

The violation of any section of this chapter shall be punishable by a fine of ninety-nine dollars (\$99.00). Each day such violation continues shall constitute a separate offense.



Any person issued a citation for violating the provisions of this chapter may within ten days of receipt of the citation, appeal in writing to a Citation Hearing Officer. It is possible that, some day in the near future, trash violations may require an appearance in Community Court.

A property owner who is cited by a city department for violation of any health and sanitation regulations, trash and recycling regulations, rodent control regulations and policies, and/or property maintenance regulations will have city trash collection services terminated. A citation is the result of a property owner receiving a notice of violations (one or more) and failing to take required action to correct the problem, which resulted in a fine or city charges for costs against the property owner.

Additional Fines

In addition to the above penalty, the sections of this chapter that concern recycling shall also be subject to the following additional fines:

Residences and Multi-Unit Residences

Residents who do not have their recyclables separated from their other solid waste will be subject to a penalty not to exceed fifty dollars (\$50.00) for the first offense, and ninety-nine (\$99.00) for each offense thereafter during a one-year period.

Small Businesses and Non-profit Organizations

Anyone that does not separate their recyclables from their other solid waste in accordance with state statute will be subject to a penalty of one hundred dollars (\$100.00) for the first offense, two hundred dollars (\$200.00) for the second offense, and five hundred dollars (\$500.00) for each offense thereafter occurring during a one-year period.

Refuse Collectors (Private Haulers/Private Collectors)

Any trash or recycling hauler or private collection company that dumps more than one (1) cubic foot in volume of solid waste at one (1) time in an area not designated for such disposal or who knowingly mixes other solid waste with items required to be recycled will be subject to a penalty of ninety-nine dollars (\$99.00). Each dumping or mixing shall constitute a separate violation.

The Director of Public Works:

- Shall have the right to approve, grant or terminate trash

collection services in accordance with all applicable provisions, as outlined in this booklet.

- Shall have the authority to refer all violators, of Chapter 15 of the Municipal Code of Hartford, to the city's Hearing Officer.
- Is authorized, without further review, to terminate city trash collection services of all violators.
- Requires that property owners receiving city trash collection shall comply with all city ordinances, rules and regulations.
- May refer unresolved citations to the Community Court for disposition.

Suspension/Termination of Collection Service General Statement

The Director of Public Works reserves the right to suspend service to any location where the rules are being violated if such violation continues after written notice of the specific violations has been issued and mailed to the property owner/manager of the property twice in any 30 calendar day period. Suspension of service shall be for 30 calendar days after which service may be restored, provided the violation has been corrected. The Director of Public Works may restore service upon written application of the owner or manager after review of the case. It will be the property owner's or manager's responsibility to have wastes removed and legally disposed of during the period of suspension. Please refer to Rule 7 for specific conditions under which trash collection services may be terminated.

Replacement of Defective Containers

Replacement of defective city approved containers and rear-loading containers shall be as specified in Section 15-14 of the Hartford Municipal Code, which reads as follows:

- Any container that does not conform to the provisions of this chapter or that may have ragged or sharp edges, or any other defect liable to hamper or injure the person collecting the contents thereof, must be promptly replaced by an approved container upon receipt of notice to that effect from the Director of Public Works to the responsible person or agent. If not replaced within ten days after receipt of such notice, such non-conforming or defective container shall be disposed of by the Department as waste (Code 1960, 16-8).
- Notice of violation or corrective action may be issued by the City Health Department or Licenses & Inspection Department, either of which will constitute a violation of DPW rules and regulations.





3. Types of Waste Collected

Collection will be limited to solid waste, consisting of garbage and non-combustible refuse as generated by normal occupancy and usage of residences, multi-unit residences, schools, municipal office buildings, churches, small businesses, and non-profit organizations. Waste must be properly presented for collection as outlined in this booklet.

4. Containers

Residential One to Six Units — Use Trash Carts Furnished by the City

The city provides one (1) 95-gallon container for free to each residential unit served by the city. Each container is imprinted with a serial number that is assigned to the specific residential address.

National surveys have shown that a 95-gallon container, which holds the equivalent of three normal trash cans, is adequate for the average home. All containers are uniform in appearance and should not be defaced with paintings or decals. Containers that are damaged or destroyed by property owners or tenants shall be replaced at the property owner's expense.

City trucks are fitted with semi-automatic lifters, or are purchased with full-automated lifters, that are designed to pick-up and empty the city-issued containers. Thus, only the city-issued containers can be placed at the curb for trash collection. Warning letters and fines will be issued to violators.

Trash Container Rules

Anyone that uses city issued containers or approved trash dumpsters must separate from the trash, recyclables, bulky waste and scrap metal. Recycling containers are provided at no cost to you.

Trash must be drained of any excess liquids, bagged and tied prior to disposing it into the containers. The trash container lids must be closed. No loose trash may be placed at the curb. No extra bags of trash may be placed at the curb or on top of the containers. Only city issued trash containers can be placed at the curb for collection, along with the recycling bins and bulky waste items.

Failure to follow these directions violates the trash collection rodent control procedures and Public Works rules.

Purchase of Additional Trash Carts

If you find, after separating the recyclables and other items from your trash, that one container (which is the equivalent of three normal trash cans), is not sufficient then you may purchase an additional cart from the city for \$45.00. This unit cost is the year 2000 cost and is subject to change based upon any price increase incurred by the city for containers purchased in the future.

Lost or Stolen Trash Carts and Recycling Containers

It is the responsibility of the property owner/property manager to report theft of carts to the Hartford Police Department. Each container is imprinted with a serial number that is on record with the address that it was delivered to by DPW. DPW will replace stolen trash carts only when a stolen cart report has been made to the HPD. Call the DPW Customer Service Line and provide the HPD case #, along with the address, and DPW will deliver a new trash cart at no cost to you.

HPD will provide DPW with reports on stolen carts.

Anyone found to have a stolen trash or recycling cart on his or her property or to be using a stolen trash or recycling cart is subject to a citation by the Hartford Police Department for being in possession of stolen property. If a trash or recycling cart appears on your property, it should be reported to the DPW Waste & Recycling Division. The cart will be recovered by DPW as soon as possible.

Request Smaller Trash Carts

If the city issued 95-gallon container is too large, you may request a swap to a smaller city issued cart. You may choose a 65-gallon cart, or a 35-gallon cart.

Moving — Containers Stay with the Property

The city issued waste & recycling containers are the property of the City of Hartford. If you move, the containers must remain at the specific address to which it was assigned.

Multi-Units, Small Commercial Businesses — Containers To Be Purchased By Owners

Responsibilities of the Property Owner/Manager

It is the responsibility of each owner—or his agent—of all



single family residences, multi-unit residences, churches, schools, small businesses, and non-profit organizations to provide and maintain trash containers that are in compliance with Public Works policies, rules, regulations, and procedures. Trash containers shall be either approved dumpsters or trashcans that are equal to those provided by the city. The property owner may purchase trashcans from the city at the rate established by the city.

Maintenance of Dumpster Containers shall include, as a minimum, periodic cleaning and repairs to ensure lids are in working order. Replacement of damaged or defective trash containers will be the responsibility of the property owner. Lids on dumpsters and trash containers should be closed at all times when not in use.

The number and volume of containers will be predicated on once a week trash collection. The property owner that desires more frequent trash collection may, at their own expense, arrange for commercial trash pick up services at other intervals.

It shall also be the responsibility of each small business and non-profit organization and multi-unit residence to provide separate city-approved containers sufficient in number for holding all recyclables accumulated between regular collections where the city provides service for 6 or 8 cubic yard container(s) or curbside collection.

The Waste & Recycling Manager shall approve the containers for automated collection of recyclable materials.

It is the responsibility of the property owner to ensure tenants comply with the waste & recycling rules and regulations.

Note: On the date these rules were issued, the city program provides for issue of recycling containers at no cost to trash serviced customers. This may change in the future due to budgetary constraints.

5. Presentation for Collection — Waste Materials

A large
presented

placed at the curb may be taken as part of the trash to be disposed of and the property owner will have no right to claim recovery from the city.

Note Parking Restrictions: The city is in the process of creating parking restrictions on streets during trash collection days. This new program is designed to ensure DPW has access to trash, recyclables, and bulky waste and to allow for street sweeping equipment to clean the streets following the trash pickup. Vehicles violating the parking restrictions are subject to be towed by the Hartford Police Department. Tenants and property owners should pay special notice to the parking restriction signs.

Acceptable Containers for Collection Are as Follows:

Wheeled Containers

Shall be 95, 65 or 35-gallon capacity, city issued or approved and compatible to a semi-automated or fully automated collection system. Containers shall be constructed of heavy duty, high-density polyethylene plastic designed to remain flexible and resistant to cracking down to temperatures of -20° F — and, they must have attached lids. The contents shall not weigh more than 250 pounds. If container weight exceeds 250 pounds of waste, DPW will not collect. The property owner will be issued a warning notice and may be subject to a citation for trash rules violation.

Bags

To deter rodent activity, waste material should be placed in plastic bags, be tightly closed and secured, and placed into city issued or approved trash containers when presented for collection.

Biodegradable Paper Leaf Bags

Are to be used for leaf collection. No other types of bags will be accepted for leaf collection. Biodegradable paper leaf bags are available in supermarkets and hardware stores.

Brown paper bags

Can be used to hold newspapers, magazines and catalogs for recycling.

Rear-loading Containers (Dumpsters)

Rear-loading containers shall be 6 to 8 cubic yards in capacity, shall be of all welded, heavily reinforced construction,





using not less than 14 gage sheet metal, capable of withstanding repeated loading and unloading cycles, and shall be the type designed to be serviced by standard rear-loading packer trucks equipped with cable hoist assemblies as used by the city. Dumpster container lids and side doors are to be kept closed at all times to prevent rodent access. It is the owners' responsibility to ensure lids are closed after trash collection and throughout the week. Open containers are subject to a citation by DPW and/or L & I. Dumpsters that are in disrepair will be cited by DPW and/or L&I. Repairs must be completed within 30 days from the date a notice is issued. If repairs are not accomplished as required, a \$99 citation will be issued. If repairs are not completed by the following collection day, an additional fine will be levied.

Street Refuse Containers

Should only be used by the general public to dispose of small pieces of litter generated during walks in the public right of way. Disposing household garbage into these street receptacles is prohibited and considered illegal dumping. Violators are subject to fines. Under State Statute illegal dumping is subject to fines up to \$1,000 for each occurrence.

6. Recycling

Recycling is the law in Connecticut. Everyone must recycle. Each owner and occupant of a single or multi-unit residence, business, non-profit organization, municipal office building and school shall be responsible for separating recyclables from the solid waste generated on the premises. Separation of recyclables shall be done in accordance with these rules and regulations. Residents will be notified as new items are added to the recycling program.

Acceptable Items for Recycling:

Newspapers and All Inserts

Must be flat and clean; tie with string in stacks less than 12" or put in brown paper bags.

Corrugated Cardboard and Boxes

Must be dry, flat and tied with string. NO pizza, cereal, detergent, food, or gift boxes; please put these in regular trash.

Magazines and Catalogs

May be mixed with newspapers or bundled separately. Tie with string in stacks less than 12" or place in brown paper bags.

Glass Food & Drink Containers

Must be empty, clean and unbroken; any color. NO lids, mirrors, light bulbs, dishes or window glass.

Plastic Food & Laundry Containers

Must be clean and marked with a "1" or "2" symbol on the bottom. NO plastic bags.

Drink Boxes & Milk/Juice Cartons

Must be clean and empty; remove straws and caps.

Aluminum and Metal Food or Drink Containers:

Must be empty, clean and uncrushed. Labels okay; foil must be flattened.

Telephone Books

May be dropped off at scheduled announced locations or should be presented for curbside collection during period scheduled for collection. Telephone books will be presented for collection in the recycling containers.

Leaves

Spring and Fall collections. Use biodegradable paper leaf bags.

Services provided in the FALL are:

1. Curbside collection for paper leaf bags
2. Curbside collection of loose leaves by vacuum trucks
3. Drop-off bagged leaves at DPW locations

Services provided in the SPRING are:

1. Curbside collection for paper leaf bags
2. Drop-off bagged leaves at specified DPW locations

• Scrap Metal (examples):

- Major & small appliances
- Refrigerators (Remove doors)
- Tire rims
- Lawn mowers
- Metal bed frames

Bulky Waste (examples):

- Box springs and mattresses
- Upholstered furniture
- Lumber and branches (must be bundled; 4 feet or less)
- Rugs, carpets (must be folded in half and tied)

Mixed Office Paper (This Is a Drop-Off Only Provision):

Small businesses and non-profit organizations may dispose of



mixed office paper at the city's recycling drop-off sites that have office paper containers. The office paper drop-off is located only at:

- 75 Laurel Street (parking area)
- 40 Jennings Road (parking area)

Office paper should not be placed in curbside recycling containers.

Acceptable items:

Any white or colored office paper, computer printouts, envelopes with windows, file stock (such as manila folders) and glossy paper can be placed in the mixed office paper containers.

Unacceptable items:

Carbon paper, paper cups or towels, tissues, labels or stickers may not be recycled. These items must be placed in the trash.

Waste Motor Oil (This Is A Drop-Off Only Provision):

Please bring to DPW Yard at 40 Jennings Road, Hartford

Automotive Batteries (This Is A Drop-Off Only Provision):

Please bring to DPW Yard and turn in to recycling collection point, at 40 Jennings Road. Please note: Vehicle batteries are an exchange item at automotive retail stores. Generally a rebate of \$5 is given to you when you purchase a new battery. It is a violation of Federal and State regulations to dispose of a battery except through turn in at a dealer or drop-off collection point. Improper disposal of a vehicle battery is a violation of environmental regulations and is subject to severe penalties.

Recycling Containers

6-gallon blue bin

To be used by each residential household, in a multi-unit residence, to collect recyclables. These bins shall be used inside the unit to collect recyclables. Please be sure to transfer the contents into the appropriate large blue recycling containers in the central collection area for your building.

14-gallon blue bin

To be used by residents in single-family homes, multi-unit buildings, small businesses and non-profit organizations with curbside trash and recycling collection. These bins shall be

placed at the curb, along with the trash container(s), on your scheduled collection day.

95-gallon blue container with instructions on lid

A minimum of two are required, and can be used in combination with the 6-gallon bins. Each residential unit collects recyclables in a 6-gallon bin and discards into the appropriate outside blue 95-gallon containers. *Note: Additional 95-gallon containers may be needed to hold recyclables. Please contact the Waste & Recycling Office if additional containers are needed. Refer to directory in Section 14.*

One container is used for:

Newspapers and inserts, magazines, catalogs and corrugated cardboard.

The other container is used for:

Glass food and drink containers; metal and aluminum food and drink containers; plastic food, drink and laundry containers marked "1" or "2"; drink boxes and milk/juice cartons.

Note: To eliminate possible contamination of the recyclables, please place recycling containers next to your regular trash dumpster or trash carts

Blue Recycling Dumpsters

A minimum of two are required to be used to collect recyclables at large multi-unit locations. A combination of containers (2, 3, 4, & 6 cubic yard dumpsters) and 95-gallon blue recycling carts may be used, based on available space, in combination with the 6-gallon bins. Each residential unit collects recyclables in 6-gallon indoor bins and transfers the contents into the appropriate blue recycling dumpster.

One dumpster is labeled and must only be used for:

Newspapers and inserts, magazines, catalog and corrugated cardboard.

The other dumpster is labeled and must only be used for:

Glass food and drink containers; metal and aluminum food and drink containers; plastic food, drink and laundry containers marked "1" or "2"; drink boxes and milk/juice cartons.

Note: To eliminate possible contamination of the recyclables, please place recycling dumpsters next to your regular trash dumpster or trash carts.

Multi-unit buildings that currently receive city waste collection service are required to participate in the city recycling



program. The city will provide free recycling containers. Property owners/managers must ensure residents are made aware of what items go into the recycling containers and what items go into the trash containers.

Separation of Recyclables from Other Solid Waste

Recycling is mandatory in the city. Separation of recyclables shall be done in accordance with guidelines outlined in this booklet. Only recyclable materials may be placed in recycling containers.

Recycling Drop-off Locations

Recyclables include newspapers and inserts, corrugated cardboard, magazines, catalogs, glass food and drink containers, plastic food and laundry containers (marked with a #1 or #2 symbol), drink boxes and milk/juice cartons, and aluminum metal food and drink containers. In addition to placing these recyclable items at the curb (or in central collection containers for multi-units), you may drop them off for collection by the city at these locations:

- 75 Laurel Street
- Department of Public Works Yard—40 Jennings Road
- Burgdorf Health Center—80 Coventry Street
- Fire House—150 Sisson Avenue
- Fire House—510 Franklin Avenue

Mixed Office Paper:

Drop-off only. The locations are set up to assist small businesses and non-profit organizations only.

- 75 Laurel Street
- 40 Jennings Road

Waste Motor Oil:

Cannot be placed at curbside, only drop off service is available at DPW Yard.

Automotive Batteries:

Cannot be placed at curbside, only drop off service is available at DPW Yard.

Leaves:

Please follow the guidelines outlined for Spring and Fall Collection Schedule. See section on "Leaf Collection" on the next pages.

7. Trash Collection Rules and Services

Residences — Buildings from One to Six Units

Hartford implemented a semi-automated trash collection program in 1999/2000 to eliminate rodent infestation, maintain clean neighborhoods, and to establish a high standard for quality of life in our city. The revised trash collection program was implemented in two phases as described below:

Phase One — Trash Collection Services to Residential Units up to Six Units

The city distributed one 95-gallon container free to each residential unit served, along with an instructional flyer. Residents were reminded that, as in the past, they must separate the trash from recyclables, bulky waste, and scrap metal, prior to placing at curbside.

Residents were instructed that trash should be drained of any excess liquids, bagged and tied prior to disposing it into the carts, and only city issued trash containers can be placed at the curb for collection, along with the recycling bins and bulky waste items.

Residents were also instructed to place all trash inside the trash container. The trash container lid must be closed. No loose trash may be placed at the curb. No extra bags of trash may be placed at the curb or on top of the container. Failure to follow these directions violates the trash collection rodent control procedures and the Public Works rules.

Once all residential units were issued city containers, Public Works increased enforcement under the existing Municipal Citation Program, as stated in Chapter 15, Section 15-25 of the Municipal Code, by levying fines, to include improper trash containers and trash presentation. Anyone receiving trash collection services from the city who is found to be in violation of the Municipal Code and DPW rules and regulations is subject to a citation and/or may be referred to Community Court.

Phase Two — (Special Allowance Service Program)

Multi-Unit Residences and Small Businesses

The City Council, having been briefed through the Department of Public Works reviews and a public hearing on facts and circumstances that fully described the Municipal Code provisions, depart-



Types and Uses of Approved Trash and Recycling Containers

TRASH CONTAINER TYPE	CAPACITY/MAX. WEIGHT	USE FOR
Street/Curbside Containers	35-45 gal. / 50 lbs.	Litter from Pedestrians
City Issued/Approved Carts	35, 65, & 95-gal. /	Trash
With Wheels and Attached Lids	125, 220, & 250 lbs.	
Rear-end Dumpsters	6 & 8 Cubic Yards	Trash

RECYCLING CONTAINER TYPE/CAPACITY	USE FOR
14-Gallon Blue Bins	Curbside collection for single-family homes, multi-units, small businesses and non-profit organizations.
6-Gallon Blue Bins	Multi-units. Use inside unit to collect recyclables for disposal into appropriate front-end dumpsters or 95-gallon containers. (May be used at curbside if 14-gallon containers are unavailable for single-family homes).
95-Gallon Blue Carts	Multi-units, small businesses and non-profit organizations for disposal of recyclables.
Front-end Dumpsters/ 2, 3, 4 & 6 cubic yards	Large multi-units for disposal of recyclables collected in 6-gallon bins.

NOTE: A minimum of two 95-gallon carts or two front-end dumpsters are required. One is used for newspapers, cardboard, magazines & catalogs and the other is used for bottles, cans, plastic, aluminum and metal drink, food or laundry containers.

Paper Leaf Bags (Biodegradable only) Leaves

Paper Bags Holding newspaper, magazines and catalog; prior to placing in appropriate blue recycling containers.

Reminder: Wheeled trash containers and blue recycling bins must be removed from the curb (sidewalk) by the owner or tenant and put back on the premises by the end of the day on which they were serviced.



ment rules and regulations, and the historical information on deviation from these provisions of the Code and rules, has decided to allow collection of trash at multi-unit residences (units with more than six dwelling units) and to allow for continued trash collection from small commercial businesses, combined commercial/residential units and non-residential activities under the following provisions:

I. Multi-Unit Residences — Buildings with Seven or More Units

- Only those multi-units currently (since January 1, 2000) receiving no cost services from the city will be provided ser-

vices as long as the property remains under the same ownership as stated in the City Assessor property records on said date. A change in ownership will result in the property being taken out of the city trash collection program. The new property owners will be required to obtain commercial trash collection services at their own cost.

- Property owners receiving city trash collection will be required to comply with all city ordinances, rules and regulations. The Department of Public Works is authorized, without further review, to terminate city trash collection services under any of the following conditions:
 - A property owner who becomes delinquent in taxes. Any

property owner found to be tax delinquent will be given a notice to cure the problem within 30 days or city trash collection services will be terminated. Once terminated, there will be no reinstatement.

2. A property owner who is cited by a city department for violation of any health and sanitation regulations, trash and recycling regulations, rodent control regulations and policies, and/or property maintenance regulations will have city trash collection services terminated. A citation is the result of a property owner receiving a notice of violations (one or more) and failing to take required action to correct the problem, which resulted in a fine or city charges for costs against the property owner.
3. Property owners are required to provide and maintain trash containers that are in compliance with Public Works policies, rules, regulations, and procedures at no cost to the city. Trash containers will be either approved dumpsters or trash cans that are equal to those provided by the city. The property owner may purchase trashcans from the city at a cost established by the city. Maintenance of dumpster containers shall include, as a minimum, periodic cleaning and repairs to ensure lids are in working order. Replacement of damaged or defective trash containers will be the responsibility of the property owner.
4. Property owners shall ensure that sufficient size and number of containers are available for proper disposal of trash by residents. The number and volume of containers will be based on once a week trash collection. Property owners that desire more frequent trash collection may, at their own expense, arrange for commercial trash pick up services at other intervals.
5. The city will not accept any new requests for city provided trash services or changes to the existing services other than reductions and/or deletions.

II. Small Commercial Businesses and Non-Profit Organizations

- a) All small commercial businesses that currently receive city provided trash service must submit a registration form to be officially included in the program. The business owner and organizations of record at the time the registration form is submitted will be allowed to continue trash service if approved by the Department of Public Works. The Department of Public Works has the sole authority to grant permission for a business or non-profit organization to be included in the city trash collection program. The Director's decision is final.

- b) Business owners are required to purchase trash containers from the Department of Public Works. Replacement of trash containers will be at the owner's expense. Each small business will be limited to two standard 95-gallon trash containers. Small businesses that generate trash volume in excess of two standard trashcans will not be provided city trash collection services. They will be required to obtain commercial trash collection services.

- c) Small businesses and non-profit organizations are not permitted to dispose of bulky waste through city provided pick up services. They will be required to arrange for bulky waste removal through commercial services or to take their bulky waste to the city landfill. The business or organization will be responsible for any costs of disposal at the city landfill.

- d) Small businesses and non-profit organizations are required to comply with all city ordinances, rules, and regulations. The Department of Public Works is authorized, without further review, to terminate city trash collection services under any of the following conditions:

1. An owner who becomes delinquent in taxes. Any business owner found to be tax delinquent will be given a notice to cure the problem within 30 days or city trash collection services will be terminated. Once terminated, there will be no reinstatement.
2. An owner who is cited by a city department for violation of any health and sanitation regulations, trash and recycling regulations, rodent control regulations and policies, and/or property maintenance regulations will have city trash collection services terminated. A citation is the result of a property owner receiving a notice of violations (one or more) and failing to take required action to correct the problem, which resulted in a fine or city charges for costs against the property owner.
3. An owner is required to maintain the business property in a high state of cleanliness. This includes daily maintenance and cleaning of the property—up to and including the sidewalks, parking areas, driveways and all other areas up to the street curb, for the purpose of removing and disposing of all litter and debris.
4. Small businesses and non-profit organizations will comply with the State statute and local regulations concerning recyclable materials.
- e) The Director of Public Works reserves the right to terminate city trash collection services to a business, which will be given 30 days written notice of the reasons for termination of ser-



vice. An appeal of the Director's decision must be submitted in writing. The business owner will be advised in writing of the Director's decision on the appeal.

- f) A change in ownership of the small business will be cause for termination of city services. The new owner shall submit a registration form and a request for city provided trash collection services. Approval is not automatic. It is subject to approval by the Director of Public Works, and will be based upon the information submitted by the applicant.

III. Combined Small Commercial Business and Residential Units

- a) The property owner of a combined small commercial business and residential unit(s), that currently receives city trash collection services, must submit a registration form to be officially included in the program. The combined use property owner of record at the time the registration form is submitted will be allowed continued trash service if approved by the Director of Public Works. The Director of Public Works has the sole authority to grant permission for a combined unit to be included in the city trash collection program. The Director's decision is final.
- b) Combined unit property owners will be required to purchase trash containers from the Department of Public Works. Replacement of trash containers will be at the owner's expense. The commercial portion of the combined unit will be limited to two standard 95-gallon containers. The residential portion of the combined unit will be limited to one standard 95-gallon container per dwelling unit at the owner's expense. A second trash container may be requested and can be provided at the expense of the owner. The property owner of the combined unit that currently provides a trash dumpster for the business and residential units shall indicate this type container on the registration form. The dumpster service, subject to the Director's approval, will be continued, providing there is no cause for termination of city service.
- c) The provisions applicable to small businesses and non-profit organizations, as defined in Section II, paragraphs c, d, e, and f above, will apply to the property owner of the business or organization.
- d) The property owner is also responsible to ensure that residential unit occupants comply with the trash and recycling rules and regulations.
- e) In the event that the property owner is subject to termination action for violations described above, the Public Works Director has the discretion to continue trash collection services as currently being provided and to charge the property owner for all trash collection services. Failure to pay for services shall result in the property being lien for costs up to the date the property changed ownership. The city also reserves the right to place the property into receivership to recover the costs of services and any citation fines due the city.

IV. Non-Residential/Private or Non-Profit Organization Activities

- a) The property owner of a non-residential, non-small business, such as a private club, church, or non profit service agency, that is currently receiving city trash collection services must submit a registration form to be officially included in the program.
- b) Each organization approved for city trash collection services will be required to purchase approved trash containers from the city. They will be limited to two 95-gallon trash containers. Any organization that currently exceeds the volume of trash that can be accommodated by the two trashcans will be required to obtain commercial trash service. No dumpster service will be provided.
- c) All of the rules and regulations related to trash and recycling shall apply. The requirements to maintain the property litter free and to be current on taxes shall apply. Violations that result in citations shall be cause for termination of services.
- d) Such organizations shall be responsible for disposal of their bulky waste at the city landfill.
- e) A change of ownership/management shall be cause for a new registration form.
- f) The Director of Public Works shall have the right to approve, grant or terminate trash collection services in accordance with all applicable provisions, as enumerated above that by reasonable interpretation would apply to these organizations.

With the consent of the City Council, the above provisions shall become policy and shall be incorporated in the revisions to the Waste and Recycling Rules and Regulations. In so doing, these provisions shall become the adopted exceptions to the Municipal Code as currently written. The Municipal Code shall not be revised since the above provisions are not to be uniformly applicable to all multi-unit residences, all commercial businesses, all combined commercial and residential units, or all other activities and agencies in the City of Hartford.



Further, the City Council authorizes the Director of Public Works to revisit the above provisions and request reconsideration, which may include cessation of the non-conforming procedures or further modifications as deemed necessary.

V. Schools

All the rules and regulations related to trash and recycling shall apply.

VI. Municipal Office Buildings

All the rules and regulations related to trash and recycling shall apply.

8. POINTS OF COLLECTION

Curbside

All waste and recycling materials (stored in city approved containers), scrap metal, and bulky waste will be collected at the curb. All waste must be accessible for collection.

From on Site

Rear-loading containers (dumpsters) will be serviced on the premises (on site). These containers must have vehicular access to them, consisting of a paved or gravel driveway from the street to the container at least ten (10) feet wide, with a clean available width eleven (11) feet from the ground to a clear height of fourteen (14) feet above the ground to any overhead obstructions, and an apron width of at least twelve (12) feet at the curb. Maneuvering space must be adequate for servicing the container(s). The access must be in passable condition and clear of snow, ice and all other obstructions on the date of collection.

Small Businesses and Non-profit Organizations

All waste and recycling materials (stored in regulation containers), scrap metal, and bulky waste will be collected at the curb. Exception: Collection trucks may go on site where several establishments are located adjoining each other. On-site service shall be solely at the option of and for the convenience of city collection crews by mutual agreement with the establishments and with the express written approval of the Department of Public Works.

Collection Times

All waste and recycling materials (stored in regulation containers), scrap metal, and bulky waste must be placed at the curb after

4:00 p.m. on the day before or by 7:00 a.m. on the day of collection to ensure that items are not missed when collection begins.

9. MAINTENANCE OF CONTAINERS

It shall be the responsibility of the property owner or tenant to maintain all containers in a serviceable and sanitary condition. Carts and dumpsters should be washed out with soap and water to cut down on odors and insects. Sprinkling ammonia in the containers will reduce odors and insects. For trash dumpsters, the city assumes no responsibility for, and shall not be held liable for, the maintenance or replacement of trash dumpsters as necessitated by normal use and servicing. The city will repair city issued trash and recycling containers that are damaged from normal use and servicing.

10. PROHIBITED CONTAINERS

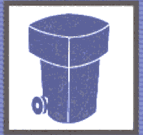
No grocery bags, cardboard or wooden boxes and any barrel, drum or container—other than those approved—should be used for storage of waste material. The city will not collect waste presented in these types of containers. Disposal will be the owner's responsibility.

The city will collect waste and recyclables in city-approved containers only. Non-standard containers placed at the curb maybe taken as part of the trash to be disposed of and the property owner will have no right to claim recovery from the city.

11. SCRAP METAL AND BULKY WASTE

Collection by Appointment

Residents may also call the Waste and Recycling Division to schedule an appointment for scrap metal (refrigerators, washing machines) and non-metal bulky waste (sofas, beds). Scrap metal and bulky waste will be collected only from the front of properties, which receive regular city collection services of their recyclables and solid waste.



Bulky Waste

Mattresses, sofas, dressers, refrigerators, etc., must be placed at the curb on collection day and not block the public sidewalk. Lumber, brush and branches must be cut to lengths no more than 4 feet and securely tied in bundles weighing no more than 75 lbs. Refrigerator and freezer doors must be removed for safety reasons. Bulky waste will not be collected from commercial establishments as defined in these regulations.

Residents should ensure that vehicles are not parked on the street, on the day of trash collection, that block access to bulky waste for pickup by DPW special pickup equipment.

Oversized Bulky Wastes Prohibited

Bulky waste items larger or heavier than those described will not be collected. It will be the property owner or tenant's responsibility to legally dispose of these items.

12. REGULATED HAZARDOUS WASTE

No regulated (including hazardous) waste will be collected by the Department of Public Works, but it shall be transported by the owner, responsible person or agent to the approved Metropolitan District (MDC) municipal disposal area. Hazardous waste, as described herein, must be disposed of as prescribed by the Director of Public Works and the rules and regulations of the MDC HazWaste collection program.

Hartford residents may bring their household hazardous waste to the specified MDC collection sites in the city or to any specified MDC collection sites in a participating town.

Refer to the MDC flyer or Hartford Recycles news notes for dates, places and times, or call the MDC HazWaste hotline.

Acceptable Items:

Gasoline, antifreeze, oil-based paint, turpentine, paint stripper, household batteries, transmission fluid, ammonia, floor care products, drain cleaners, disinfectants, oven cleaners, polishes, unfinished aerosols, brake fluids, glues, insecticides, cleaning solvents, pool chemicals, moth balls, epoxy products, and artist's paints.

Unacceptable Items:

Empty containers, latex paint, waste from any business, explosives, tires, biological waste, medicines, and drugs.

Radioactive materials, drugs, poisons, and like substances shall be disposed of under the supervision of the Director of Health and the rules and regulations of the Connecticut Resource Recovery

Authority (CRRA) and the State Department of Environmental Protection (DEP).

13. PUBLIC WORKS INSPECTIONS AND CITATIONS

Several departments in the city conduct property and trash inspections. The Licenses & Inspections (L&I) Department conducts inspections of all residential properties for compliance with maintaining the property free of trash and debris. L & I also inspects for conditions that cause rodent problems. This includes inspection of trash containers such as dumpsters and unapproved trash cans.

L & I, when necessary, will issue orders to correct problems on private properties. If the property receives city trash collection services, DPW will be notified of the violation. Residential properties having six or less dwelling units will receive a DPW trash citation should the problem go uncorrected for more than 30 days. If the property is in the "Special Allowance Service Program" and goes uncorrected for 30 days, the Director of Public Works has the authority and discretion to remove the property from its trash collection program and the property owner will be required to obtain commercial trash collection services at their own expense.

The Health Department conducts inspections of commercial establishments. Should the Health Department notify a business owner of trash related problems, the problems must be corrected within the time frame designated by that department. Failure to correct the problems within the designated time could also result in a termination of city trash collection services. The Health Department advises DPW of such conditions.

The Department of Public Works conducts daily inspection of trash and recycling presentation. The DPW inspector provides warning letters to residents and property owners. All residential properties, small commercial businesses, mixed commercial/residential properties and other non-profit or private organizations are subject to DPW inspection.

Repeated violations can result in a DPW citation, which assesses a fine of \$99 against the property owner. If the property is in the "Special Allowance Service Program", the DPW Director has the authority and discretion to remove the property from its trash collection program and the property owner will be required to



obtain commercial trash collection services at their own expense. The Public Works Department is dedicated to reducing and eliminating litter, trash and recycling violations in the city, as one of its major quality of life initiatives. The Department will work with residents, property owners, businesses, and community groups to focus on and help resolve trash problems. The objective is to "Make and Keep Hartford A Clean City", and the neighborhoods a pleasant place to live and raise a family. Follow the rules and encourage your neighbors to do the same. Working together, we can make Hartford a better place to live, work and play.

CHAPTER 19 of the Hartford Municipal Code:

Junk Collectors and Rag Pickers

Section 19-7: Removal of Rubbish and Waste Material Set Out for Collection by City Prohibited.

No person licensed pursuant to this chapter shall remove any rags, paper, glass, old metal, junk, cinders, rubbish, or other waste matter placed upon the street to be removed by the Department of Public Works or by any person having an arrangement or contract with such department for the removal of the same.



14. DIRECTORY

Department of Public Works

Director	543-8625
Manager, Waste & Recycling	543-8753
Clean City	543-8766
Recycling	543-8609
(Recycling questions, public education, Household hazardous waste, etc.)	
Sanitation	543-8750
(Trash pick-up questions)	
Scrap Metal & Bulky Waste	543-8750
Trash and Recycling Enforcement	522-4888, ext. 6519
Waste & Recycling Customer Service Hotline	543-8727
Street Services	543-8760
(Leaf collection, potholes, paving street sweeping)	
Public Works Dispatch	543-8765
(Emergency # when other numbers cannot be reached)	
Department of Licenses & Inspection	543-8570
(Housing Code violations/fines, tall grass, litter, illegal dumping, board-ups)	
Department of Health	543-8800
Connecticut Resources Recovery Authority (CRRA)	
Visitors Center	247-4280
211 Murphy Rd., Hartford, CT	
Landfill	278-8626
(Residential scrap metal/bulky waste drop-off)	
180 Leibert Rd. (off Jennings Rd.) Hartford, CT	
Hartford Police Dispatch	527-6300
The City Action Line	5-ACTION (522-8466)

15. Commonly Asked Questions & Answers

Q. *What happens if the resident's trash and/or recyclable containers are blocked and inaccessible for collection because of an automobile?*

A. Every effort will be made to collect from this location if time and resources permit. Otherwise, trash and/or recyclables will be collected on the next scheduled collection day.

When will trash and recyclables be collected if a holiday falls on a weekday (Monday through Friday)?

Regular trash and recyclable collection will be delayed one day for that week (to include a Saturday collection).

How soon can trash, bulky waste, scrap metal, and recyclables be brought to the curb for collection?

The earliest trash or recyclables should be placed at the curb is 4:00 p.m. on the day before collection. These items should be placed at the curb by 7:00 a.m. on the day of collection.

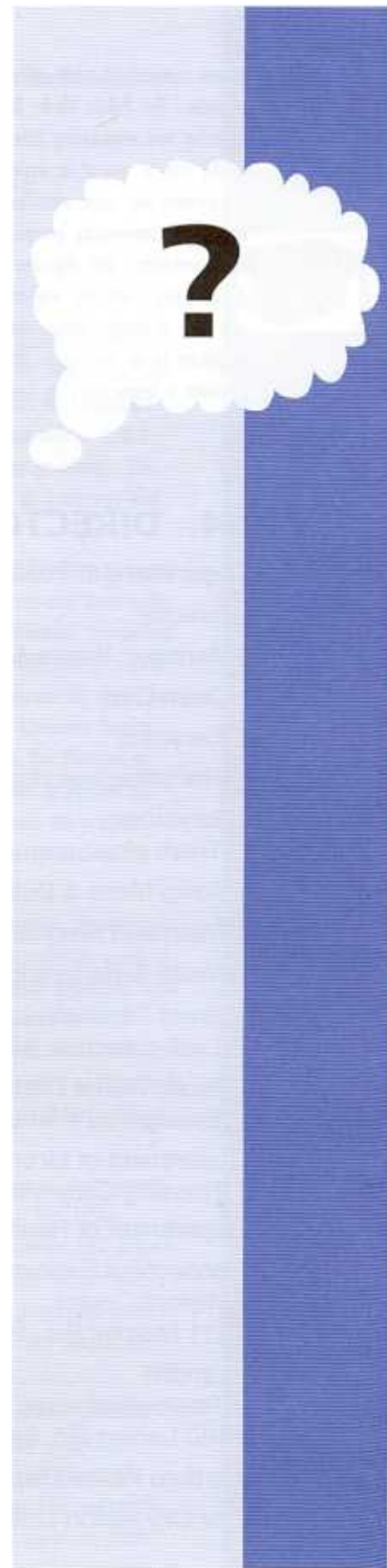
Q. *What should be done with grass clippings?*

A. Don't trash your grass! Leave your grass clippings on the lawn where they fall. The clippings will decompose and act as a fertilizer, helping to produce a healthy lawn. Call the City's recycling office or the State DEP recycling office to find out more about 'grass cycling'.

How is residential medical waste (such as syringes and needles) disposed of?

Dispose of syringes and needles by placing them in hard plastic or metal containers with screw-on or tightly secured lids. Then bagged with trash and place in your trash container.

***A Beautiful City Is A Clean City.
Hartford Recycles—It Works Because Of You!***





**City of Hartford
Department of Public Works
Waste & Recycling Division**

**525 Main Street
Hartford, CT 06103**

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